

# **6 FAM 190**

## **TRANSPORTING OFFICIAL SUPPLIES AND EQUIPMENT**

*(TL:GS-77; 01-30-2002)*

### **6 FAM 191 POLICY**

#### **6 FAM 191.1 Shipments of Official Supplies and Equipment from United States Policy**

*(TL:GS-74; 12-27-2001)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

The Department, the foreign affairs agencies and other U.S. Government civilian (i.e., non-DOD) agencies should utilize the U.S. despatch agents and their Consolidated Receiving Point (CRP) Programs whenever possible when shipping official supplies and equipment from the United States. The policies and procedures for shipping supplies and equipment through the Department's pouch facilities are located in 5 FAM.

#### **6 FAM 191.2 Use of U.S.-Flag and Foreign-Flag Vessels**

##### **6 FAM 191.2-1 Provisions**

*(TL:GS-74; 12-27-2001)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. The Cargo Preference Act of 1954 and amendments thereto, require that U.S. Government agencies acquiring supplies that may require ocean transportation shall ensure that at least 50 percent of the gross tonnage of these supplies is transported on privately owned U.S.-Flag commercial vessels to the extent that such vessels are available. Supplies owned by the U.S. Government or in the possession of the U.S. Government, a contractor of the U.S. Government or a subcontractor of the U.S. Government shall be transported on U.S.-flag vessels when available.

b. The Cargo Preference Act of 1954 applies to the following types of cargoes:

- (1) Supplies owned by the U.S. Government and in the possession of:
  - (a) The U.S. Government;
  - (b) A contractor of the U.S. Government; or

(c) A subcontractor at any tier;

(2) Supplies for the use of the U.S. Government that are contracted for, and require subsequent delivery to a U.S. Government activity but are not owned by the U.S. Government at time of shipment; and

(3) Supplies not owned by the U.S. Government at the time of shipment that are to be transported for distribution to foreign assistance programs, but only if these supplies are not acquired or contracted for with local currency funds.

## **6 FAM 191.2-2 Exceptions to 6 FAM 191.2**

*(TL:GS-74; 12-27-2001)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

The policy and procedures in this section do not apply to the following:

(1) Shipments aboard vessels of the Panama Canal Commission or as required or authorized by law or treaty;

(2) Ocean transportation between foreign countries of supplies purchased with foreign currencies made available, or derived from funds that are made available, under the Foreign Assistance Act of 1961 (22 U.S.C. 2353);

(3) Shipments of classified supplies when the classification prohibits the use of non-U.S. Government vessels; or

(4) Small purchases under Part 13 of the Federal Acquisition Regulation (FAR).

## **6 FAM 191.3 Use of U.S.-Flag and Foreign-Flag Air Carriers**

*(TL:GS-74; 12-27-2001)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974, as amended by Section 21 of Public Law 96-192, requires that when a shipment of supplies is made by air, and U.S.-flag air carrier service is available, such service must be used for U.S. Government-financed international air transportation.

## **6 FAM 191.4 Applicability**

*(TL:GS-74; 12-27-2001)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. The purpose of this chapter and the accompanying handbook is to provide information on the transportation of official supplies and equipment. The policies and procedures are derived from the Foreign Service Act of 1980, various other laws, and amendments thereto. The policies and procedures contained herein apply to both Foreign Service and Civil Service employees. The handbook (blue pages) provides the details on the current Department policies and all related procedures. Any questions should be directed to A/LM/OPS/TTM.

b. Foreign Service Act of 1980, various other laws, and amendments thereto: The policies and procedures contained herein apply to both Foreign Service and Civil Service employees. 6 FAM 192 through 6 FAM 198 (procedures, the rest of this subchapter) provide the details on the current Department policies and all related procedures. Direct any questions to A/LM/OPS/TTM.

## **6 FAM 192 CONSOLIDATION RECEIVING POINT (CRP) PROGRAM**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

Under the Consolidation Receiving Point (CRP) Program, the official supplies and equipment (including official furniture, official vehicles, USAID mission-support items, and certain USAID commodity or project items) that are ordered by posts on a requisition or purchase order, are forwarded by the commercial vendors in the United States to one of four CRP contractors. Orders from the General Services Administration (GSA) are automatically sent to the appropriate CRP contractor. Under the supervision and control of one of three U.S. despatch agents, the contractors receive, temporarily store, and consolidate these items. The consolidation process includes export boxing, preparing wooden lift vans, palletizing or boxing for air shipments or containerization, and loading containers for onward shipment to the ordering posts.

## **6 FAM 192.1 Copy of Purchase Order (PO)/Requisition to U.S. Despatch Agent**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

Post must submit one legible copy of the purchase order or requisition to the appropriate U.S. despatch agent. If a procurement office within the Department or Agency issues the purchase order or requisition, then three copies of the document must be sent to the appropriate U.S. despatch agent. If the order is placed by telegram, letter, or other means, the appropriate U.S. despatch agent must be an info addressee or be sent a copy of the order. The item(s) being ordered, the necessary fiscal data to cover consolidation and shipping charges, and the proper billing address for agencies other than the Department must clearly show on the order.

## **6 FAM 192.2 Special Instructions to Commercial Vendors**

### **6 FAM 192.2-1 Shipping Goods of Less than 500 Cubic Feet or 5,000 Pounds**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

When goods or supplies ordered from one commercial vendor on a single PO are estimated to consist of less than 500 cubic feet or 5,000 pounds, the following instructions must be included as an attachment to the PO:

(1) All materials ordered under this purchase order (PO) must be domestically packed. Each carton and package must be marked with:

- (a) **POST:** (insert as appropriate); and
- (b) **PO NUMBER:** (insert as appropriate);

(2) When the order is ready for shipment, forward the shipment prepaid directly to: (insert the SHIP TO ADDRESS for the appropriate CRP contractor from the table in 6 FAM 196 Exhibit 196);

(3) A copy of the prepaid commercial bill-of-lading and two copies of the packing list identifying the number of pieces shipped, the weight and cube of each piece, and the "marks" indicated above must be mailed to: (insert the MAIL TO ADDRESS of the appropriate U.S. despatch agent from 6 FAM 196 Exhibit 196);

(4) Any question or comment relating to "marks" for the Department or any Agency should be referred to the State Department (A/LM/OPS/TTM); and

(5) One additional copy of the packing list must accompany the shipment attached to the "lead" or No. 1 carton or package. If problems arise in complying with these instructions, please contact the U.S. despatch agent in: (insert location of the appropriate U.S. despatch agent from 6 FAM 196 Exhibit 196 at: [insert the telephone number of the U.S. despatch agent here]).

## **6 FAM 192.2-2 Instructions for Shipping Goods or Supplies Consisting of More than 500 Cubic Feet or 5,000 Pounds**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

For goods or supplies ordered from one commercial vendor on a single PO that is estimated to consist of 500 cubic feet or more or 5,000 pounds or more, the following instructions must be included as an attachment to the PO:

(1) All materials ordered under this purchase order (PO) must be domestically packed. Each carton and package must be marked specifically showing:

(a) **POST:** (insert as appropriate); and

(b) **PO NUMBER:** (insert as appropriate);

(2) When the order is ready for shipment and its gross cube and weight are known, contact the U.S. despatch agent in: (insert city location of the appropriate U.S. despatch agent from 6 FAM 196 Exhibit 196) on: (insert appropriate telephone number). The despatch agent's instructions should be consulted to determine whether the shipment should be directed to the "SHIP TO ADDRESS" of the CRP contractor, or whether it should wait for the arrival of a steamship container for loading and eventual release;

(3) If the U.S. despatch agent advises you to send the domestically packed items to the despatch agent's CRP contractor, forward the shipment prepaid directly to: (insert the "SHIP TO ADDRESS" of the appropriate CRP contractor from 6 FAM 196 Exhibit 196);

(4) Whether you ship the domestically packed items directly to the CRP contractor or load them into a steamship container at your facilities, a copy of the prepaid commercial bill-of-lading (for direct shipments only) and two copies of the packing list identifying the number of pieces shipped, the weight and cube of each piece, and the "marks" indicated above must be mailed to: (insert the MAIL TO ADDRESS of the appropriate U.S. despatch agent from 6 FAM 196 Exhibit 196); and

(5) One additional copy of the packing list must accompany the shipment attached to the "lead" or No. 1 carton or package. If you have any problems in complying with these instructions, please contact the U.S. despatch agent as indicated in item (4) above of this section.

## **6 FAM 192.3 CRP Receiving Reports**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. When an order arrives at the CRP contractor's warehouse from the commercial vendor, the CRP contractor issues a receiving report for each shipment received. Most vendors do not provide explicit information and the CRP contractor is prohibited from opening cartons (a time-consuming, costly procedure which would destroy the integrity of the shipment). Because information is not exact, despatch agents must try to work from a trucker's or vendor's documentation for a general description of items received. These descriptions are incorporated into the CRP receiving reports that despatch agents mail to the post. This receiving report is used to identify items against a single requisition or purchase order so the GSO and fiscal officer know what has been received.

b. It is difficult to reconcile documents for incomplete purchase order shipments. Although GSA provides a manifest with each shipment which lists the items ordered and their quantities on a line-item basis, most commercial vendors have not been providing this kind of information for shipments. This missing information precludes the CRP contractors from keying their receiving reports to the purchase orders (PO) on a line-item basis stating exactly what was received and in what quantities. As a result, posts will experience difficulty identifying exactly what vendors have shipped in response to POs issued either by the post or on its behalf. By not knowing exactly what was received by the CRP contractor or in what quantities, the post B&F officer will be unable to determine the appropriate payment to be made to the vendor under the Prompt Payment Act (Pub. L. 97-177).

## 6 FAM 192.4 CRP Packing List/Manifest

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. Once the CRP contractor consolidates items for one or more posts or missions into one shipment, a CRP packing list or manifest is prepared by the contractor which lists the number of wooden lift vans which were used to consolidate the items (with the dimensions, cube, gross, and tare weights of each lift van), the CRP receiving reports (by number and including the purchase order or requisition number, number of pieces, cube, weight, and description) which are in each lift van, the steamship container number each lift van is loaded into, and the seal number on the steamship container, if applicable.

b. If the items consolidated are not export packed, but are loaded in their original cartons/boxes/crates directly into a steamship container, then the CRP packing list or manifest will list only the steamship container number and the CRP receiving reports (containing the same information as above) which are loose-packed (i.e., stowed) directly into the steamship container, and the seal number on the steamship container, if applicable.

## 6 FAM 192.5 Shipping Documentation

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. An ocean bill-of-lading is issued (usually three to five days after the ocean vessel departs port with the shipment on board) when the U.S. despatch agent books a consolidated shipment on a steamship line. Two copies of the original bill-of-lading together with the CRP packing list or manifest are mailed by the U.S. despatch agent to the post. A copy of the CRP packing list or manifest is also mailed to each Agency at post which has official supplies and equipment in the consolidated shipment. The advice copy of the CRP packing list or manifest mailed to other agencies at post will allow each Agency to monitor arrival of the shipment and coordinate the release or pick-up of their official supplies and equipment with the GSO at the embassy or consulate.

b. When the U.S. despatch agent books a consolidated shipment on a scheduled airline or with an air freight forwarder, an air waybill number is issued. This air waybill number is **noted on** the packing list or manifest, and is mailed to the post and to each Agency at post in the same manner as for surface shipments above.

## **6 FAM 192.6 Telegraphic Notification of Shipment En Route**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. At the time the shipping documentation is mailed to post, the U.S. despatch agent will send a "Telegraphic Notification of Shipment En Route" to the post to advise the GSO that the shipment of official supplies and equipment is en route. If the shipment is forwarded directly to the post, the telegram goes directly to the post. If the shipment is forwarded via ELSO or another transshipment point, the telegraphic "Notice" will be sent to ELSO or to the transshipment point with info to the post's GSO.

b. Telegraphic requests from procurement officials at posts on shipment status, or on overages, shortages, damages, etc., on shipments of official supplies and equipment received, should be made directly to the appropriate U.S. despatch agency, with an info copy to the procurement or supply office of the appropriate Agency. Telegraphic requests on those shipments being forwarded via ELSO should be sent directly to that office (USOFFICE ELSO ANTWERP) with info copies to the appropriate U.S. despatch agent who originated the shipment and the procurement or supply office of the appropriate Agency.

**NOTE:** Do not send classified messages to any of the U.S. despatch agents or ELSO because they are capable of receiving unclassified messages only.

## **6 FAM 193 AIR FREIGHT SHIPMENTS OF OFFICIAL SUPPLIES AND EQUIPMENT**

### **6 FAM 193.1 General**

*(TL:GS-74; 12-27-2001)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. Air shipments of supplies and equipment are initiated when an immediate requirement exists for the items which cannot be accommodated by official or military mail (i.e., APO/FPO) facilities. While GSA is capable of direct air freight shipments, posts in the CRP program (see 6 FAM 192) shall make all air freight shipping arrangements through their U.S. despatch agent, not GSA.



b. Unlike the U.S. despatch agent, GSA cannot always consolidate a multi-line order. Because GSA processes each line separately according to stock availability, more than one supply depot may fill the order and several air freight shipments could result, multiplying the cost of an already expensive shipment. Each item would incur minimum air waybill charges and any rate break for the larger shipment would be lost. The U.S. despatch agent is more proficient in initiating prompt follow-up action in the event that an air freight shipment is lost or delayed.

c. Requisitions for item(s) which require shipment by air freight should be addressed to GSA using FEDSTRIP document identifier "AOA" and an "08" priority code. The U.S. despatch agent must be provided with a copy of the order with instructions, and fiscal data, for the air freight shipment. If Form OF-263, Requisition for Equipment, Supplies, Furniture, etc., is submitted, no reference to air freight shipment should be made on GSA's copy. Shipping instructions should appear on the U.S. despatch agent's copy only. When GSA processes the order, FEDSTRIP document identifier "AOA" will direct the shipment to the proper CRP contractor, which will be consolidated with other orders also carrying "AOA" and shipped by air freight by the U.S. despatch agent. If the request for air freight is telegraphic, both GSA and the appropriate U.S. despatch agent should be addressees. Mark that portion of the message containing the post's FEDSTRIP order "FOR GSA." In a separate paragraph marked "FOR U.S. DESPATCH AGENT (place city location of despatch agent here)," provide shipping instructions and fiscal data for shipping costs.

d. When the U.S. despatch agent books either a single item or a consolidated shipment of two or more items on a scheduled airline or through an air freight forwarder, a GBL is prepared by the U.S. despatch agent to present to the airline or air freight forwarder together with the shipment. The airline or air freight forwarder then completes an air waybill and provides the air waybill number to the U.S. despatch agent, who then places the number on the packing list or manifest and includes it in the "Telegraphic Notification of Shipment En Route" which is sent to the post.

## **6 FAM 193.2 Air Freight Forwarders**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Agencies may use air freight forwarders that are engaged in international air transportation (49 U.S.C. 1301 (24) (c)) for U.S. Government-financed movements of property. The rule on disallowance of expenditures in 6 FAM 194.2 applies also to the air carriers used by these international air freight forwarders.

b. Agency personnel shall inform international air freight forwarders that to facilitate prompt payments of their bills, they shall submit with their bills:

(1) A copy of the airway bill or manifest showing the air carriers used; and

(2) Justification certifications for the use of foreign-flag air carriers. A certification similar to the one shown in the clause at 52.247-63, Preference for U.S.-flag air carriers, satisfies the justification requirement.

## **6 FAM 194 U.S.-FLAG AND FOREIGN-FLAG AIR CARRIERS**

### **6 FAM 194.1 Availability and Unavailability of U.S.-Flag Air Carrier Service**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. If a U.S.-flag air carrier cannot provide the international air transportation needed or if the use of U.S.-flag air carrier service would not accomplish an agency's mission or unless such use would involve delays which would jeopardize the shipment (for example, vaccines) or be incompatible with the purpose of the shipment (for example, medical supplies and equipment), foreign-flag air carrier service may be deemed necessary.

b. U.S.-flag air carrier service is considered available even though:

(1) Comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier;

(2) Foreign-flag air carrier service is preferred by, or is more convenient for, the agency; or

(3) Service by a foreign-flag air carrier can be paid for in excess foreign currency (unless U.S.-flag air carriers decline to accept excess or near-excess foreign currencies for transportation payable only out of such monies).

c. Except as provided in 6 FAM 194.1, paragraph a, U.S.-flag air carrier service shall be used for U.S. Government-financed commercial foreign air travel if service provided by U.S.-flag air carriers is available. In determining availability of a U.S.-flag air carrier, the following scheduling principles shall be followed unless their application would result in the last or first leg of travel to or from the United States being performed by a foreign-flag air carrier:

(1) U.S.-flag air carrier service available at point of origin shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;

(2) When an origin or interchange point is not served by a U.S.-flag air carrier, foreign-flag air carrier service shall be used only to the nearest interchange point on a usually traveled route to connect with U.S.-flag air carrier service; and

(3) When a U.S.-flag air carrier involuntarily re-routes the cargo via a foreign-flag air carrier, the foreign-flag air carrier may be used notwithstanding the availability of alternative U.S.-flag air carrier service.

## **6 FAM 194.2 Disallowance of Expenditure**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Agencies shall disallow expenditures for U.S. Government-financed commercial international air transportation on foreign-flag air carriers unless there is attached to the appropriate voucher a certificate or memorandum adequately explaining why service by U.S.-flag air carriers was not available, or why it was necessary to use foreign-flag air carriers.

## **6 FAM 194.3 Hazardous Supplies and Equipment**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Passenger-carrying flights cannot carry hazardous supplies and equipment (e.g., matches, flammable or volatile liquids, paints, or pressurized containers) and not all areas are served by cargo-only flights. Even where such cargo-only flights are available, the cost of shipping these materials by air is usually prohibitive. Special packing is required (increasing the weight and cube as well as the expense of the shipment) and higher rates are charged. Every effort should be made, therefore, to ensure that these hazardous supplies and equipment are obtained via surface freight. These restrictions apply to APO/FPO as well. For air pouch restrictions, see 5 FAM.

## **6 FAM 195 OTHER SHIPMENTS VIA SURFACE AND/OR AIR**

### **6 FAM 195.1 Shipments for Schools**

*(TL:GS-74; 12-27-2001)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. U.S. despatch agencies are authorized to provide shipping services on behalf of U.S. Government-sponsored schools abroad. Books as well as other educational supplies and equipment may be forwarded to the appropriate CRP contractor by commercial suppliers for onward shipment to post by the U.S. despatch agency.

b. Posts electing to use the U.S. despatch agents and their CRPs for shipment of educational materials must ensure that fiscal data are provided to cover packing, shipping, and related costs for forwarding the merchandise. In situations where the post orders educational material directly, procedures are exactly the same as for other direct purchases from vendors in the United States. That is, copies of the purchase order must be sent to the appropriate U.S. despatch agency which will handle the shipment. Vendors should be advised to mark boxes or cartons with the purchase order number and to forward the goods to the appropriate CRP contractor's warehouse.

c. In circumstances where educational materials are purchased by the school independently, the procedure for using the U.S. despatch agencies and their CRP programs requires another step. Based on the estimated weight and volume of goods to be ordered, the school representative should deposit sufficient monies with the embassy's cashier in a Suspense Deposit Account (SDA). The fiscal data created to identify the SDA would be used in the same manner as fiscal data for direct purchases.

d. Educational materials which are received at the CRP contractor's warehouse normally will be forwarded with official supplies and equipment for the embassy in a consolidated steamship container or export lift van, consigned to the embassy as official supplies. Goods for the school then would need to be separated from GSA supplies and other cargo for the embassy after customs clearance and receipt at the post's warehouse facilities.

e. If this procedure would cause problems for the post because of customs regulations in the host country, it is possible for the U.S. despatch agency to arrange for separate packing and shipment of the educational materials. Such shipments can be consigned to the school directly or to a commercial customs house broker designated by the school. In the event such a procedure is necessary, it is extremely important that copies of the

purchase orders be sent to the appropriate U.S. despatch agency highlighting the need to pack, mark, and consign the shipment in a nonstandard fashion. Posts should ensure, through an exchange of correspondence with the appropriate U.S. despatch agency, that these special procedures will be used for shipment of books and other educational material for the school.

f. Use of the U.S. despatch agencies and their CRP programs should result in reduced costs for shipment of educational materials. The U.S. despatch agencies have negotiated special ocean freight rates to many destinations and are able to achieve economies through consolidation, and therefore can help avoid certain minimum ocean bill-of-lading charges.

g. When significant quantities of educational materials are ordered, routing of the shipment by a U.S. despatch agency is particularly recommended in lieu of mail or other alternative means of transportation. In fact, the DOD office controlling mail through the APO/FPO (i.e., the Military Postal Service (MPS)) and the Department's Diplomatic Pouch and Mail Division have advised that their facilities are to be used only for normal type mail (i.e., letters, testing material such as SATs, transcripts, recommendations, etc.) and for extremely small and limited quantities of books and educational materials.

## **6 FAM 195.2 Shipments for Employee Associations and Commissaries**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. U.S. despatch agencies are authorized to provide shipping services on behalf of U.S. Government-sponsored employee associations and commissaries. Nonperishable foods and other items stocked by the commissary may be forwarded to the appropriate Consolidation Receiving Point (CRP) contractor by commercial suppliers for onward shipment to post by the U.S. despatch agency. Perishable foods which are required to be chilled or refrigerated during shipment must be ordered in sufficient quantities to be shipped in 20-foot refrigerated or chilled steamship containers. Some shipping lines offer only 35 or 40-foot refrigerated or chilled steamship containers. If the quantity of perishable foods to be ordered will not fill a 20-foot steamship container, or if air shipment of the perishable foods is required, interested parties should contact the appropriate U.S. despatch agency handling their shipments of official supplies and equipment, specify their needs, and ask if the shipment can be handled.

b. When ordering items for employee associations and commissaries, please follow 6 FAM 192; this includes procedures for documentation needed by the U.S. despatch agencies and fiscal data.

## **6 FAM 195.3 Personal Orders from Army and Air Force Exchange (AAFES) Catalog**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. The Army and Air Force Exchange Service (AAFES) publishes a gift catalog from which many Foreign Service personnel place orders. **Employees are not authorized to use the offices of the U.S. despatch agencies in Baltimore, Miami, New Jersey, and Seattle as mailing addresses.** Such use or procedure is **NOT** authorized for personal orders, nor is it authorized for orders placed by a commissary or employees' association at post.

b. Prior to placing an order from the AAFES catalog, those eligible to make purchases should read instructions in each section of the catalog governing the shipment of merchandise and should understand the following:

(1) Personal orders shall **NOT** be sent via the U.S. despatch agencies, especially those shipments requiring the payment of import duty; and

(2) Personal packages received by U.S. despatch agencies will be refused, with a request that they be returned to sender.

c. Personnel with APO/FPO mailing addresses should have their orders sent through the military postal address.

d. Personnel who do not have access to an APO/FPO mailing address should not order from the AAFES catalog, except as permitted in the section "America—Part One. Deliveries Cannot be Made to Foreign Addresses."

e. Interested parties should consult 5 FAM for advice concerning registered and insured parcels, and the 5 FAM section which defines personal mail.

## **6 FAM 196 POSTS SERVICED BY U.S. DESPATCH AGENT/CRP CONTRACTOR**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. Geographical lists of posts with the servicing U.S. despatch agent and CRP contractor are found in 6 FAM 196 Exhibit 196.

b. An alphabetical listing of all Foreign Service posts and the U.S. despatch agency and CRP contractor for each is provided as a quick reference guide in Part A of 6 FAM 196 Exhibit 196. Once the despatch agency or CRP contractor is known, one can easily refer to each of the four appropriate geographical lists in Part B of 6 FAM 196 Exhibit 196 to obtain the correct addresses and phone numbers.

## **6 FAM 197 POSTS SERVICED BY ELSO**

*(TL:GS-74; 12-27-2001)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

All posts in EUR, AF, and NEA may use ELSO for transshipping official supplies and equipment destined from the United States or for shipments of official supplies and equipment ordered in Europe (such as through RPSO/Bonn).

## **6 FAM 198 SHIPMENTS OF OFFICIAL SUPPLIES AND EQUIPMENT TO THE UNITED STATES**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

When processing shipments of official supplies and equipment from points abroad to the United States, all posts and the European Logistical Support Office (ELSO) in Antwerp, Belgium, must ensure that such shipments are sent through one of the U.S. despatch agencies for customs clearance. Do NOT send any shipments of official supplies and equipment directly to Dulles International Airport in Washington, DC or for customs clearance by the Department's Travel and Transportation Management Division (A/LM/OPS/TTM). The post initiating the shipment must, in addition to providing a full and complete description of the item(s), also indicate whether or not the item(s) are returning U.S.-manufactured goods previously exported, or if purchased abroad, must indicate the value (i.e., purchase cost) of the item(s). The delivery address and point-of-contact (including telephone number) must also be provided the appropriate U.S. despatch agency. The telegraphic "Notification of Shipment En Route to the U.S." must be sent to the appropriate U.S. despatch agent as soon as the ocean bill-of-lading or air waybill number is known.

## **6 FAM 199 UNASSIGNED**

# 6 FAM 196 Exhibit 196

## U.S. DESPATCH AGENT, CRP CONTRACTOR, AND SERVICED CRP DESTINATION POSTS

(TL:GS-77; 01-30-2002)

### PART A, ALPHABETICAL POST LIST

The following alphabetical listing of all Foreign Service posts and their U.S. despatch agents and CRP contractors is a quick reference guide. Once a Foreign Service post's U.S. despatch agent or CRP contractor is known, refer to one of the lists in Part B of this exhibit to obtain their addresses. *For U.S. despatch agents, telephone and facsimile (fax) numbers are also included.*

<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>	<b>Post</b>	<b>Despatch Agent/ CRP Contractor</b>
Abidjan	New York/CCI	Bissau	New York/CCI
Abu Dhabi	New York/CCI	Blantyre	New York/CCI
Accra	New York/CCI	Bogota	Miami/CoCo's
Adana	New York/CCI	Bombay	New York/CCI
Addis Ababa	New York/CCI	Bonn	New York/CCI
Alexandria	New York/CCI	Brasilia	Miami/CoCo's
Algiers	New York/CCI	Bratislava	New York/CCI
Almaty	New York/CCI	Brazzaville	New York/CCI
Amman	New York/CCI	Bremen	New York/CCI
Amsterdam	New York/CCI	Bridgetown	Miami/CoCo's
Ankara	New York/CCI	Brisbane	Seattle/Lincoln
Antananarivo	New York/CCI	Brussels	New York/CCI
Antwerp	New York/CCI	Bucharest	New York/CCI
Apia	Seattle/Lincoln	Budapest	New York/CCI
Ashgabat	New York/CCI	Buenos Aires	Miami/CoCo's
Asuncion	Miami/CoCo's	Bujumbura	New York/CCI
Athens	New York/CCI	Bukavu	New York/CCI
Auckland	Seattle/Lincoln	Cairo	New York/CCI
Baghdad	New York/CCI	Calcutta	New York/CCI
Baku	New York/CCI	Calgary	DIRECT/NONE
Bamako	New York/CCI	Canberra	Seattle/Lincoln
Bandar Seri Begawan	Seattle/Lincoln	Cape Town	New York/CCI
Bangkok	Seattle/Lincoln	Caracas	Miami/CoCo's
Bangui	New York/CCI	Casablanca	New York/CCI
Barcelona	New York/CCI	Cebu	Seattle/Lincoln
Banjul	New York/CCI	Chengdu	Seattle/Lincoln
Beijing	Seattle/Lincoln	Chiang Mai	Seattle/Lincoln
Beirut	New York/CCI	Chisinau	New York/CCI
Belfast	New York/CCI	Ciudad Juarez	VIA Nuevo Laredo/ NONE
Belgrade	New York/CCI	Colombo	New York/CCI
Belize City	Miami/CoCo's	Conakry	New York/CCI
Berlin (E or M)	New York/CCI	Copenhagen	New York/CCI
Bern	New York/CCI	Cotonou	New York/CCI
Bilbao	New York/CCI	Curacao	Miami/CoCo's
Bishkek	New York/CCI	Dakar	New York/CCI



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Damascus	New York/CCI	Kolonia	Seattle/Lincoln
Dar es Salaam	New York/CCI	Krakow	New York/CCI
Dhahran	New York/CCI	Kuala Lumpur	Seattle/Lincoln
Dhaka	New York/CCI	Kuwait	New York/CCI
Djibouti	New York/CCI	Lagos	New York/CCI
Doha	New York/CCI	Lahore	New York/CCI
Douala	New York/CCI	La Paz	Miami/CoCo's
Dubai	New York/CCI	Leipzig	New York/CCI
Dublin	New York/CCI	Libreville	New York/CCI
Durban	New York/CCI	Lilongwe	New York/CCI
Dushanbe	New York/CCI	Lima	Miami/CoCo's
Edinburgh	New York/CCI	Lisbon	New York/CCI
Florence	New York/CCI	Ljubljana	New York/CCI
Frankfurt Am		Lome	New York/CCI
Main	New York/CCI	London	New York/CCI
Freetown	New York/CCI	Luanda	New York/CCI
Fukuoka	Seattle/Lincoln	Lubumbashi	New York/CCI
Gaborone	New York/CCI	Lusaka	New York/CCI
Geneva	New York/CCI	Luxembourg	New York/CCI
Genoa	New York/CCI	Lyon	New York/CCI
Georgetown	Miami/CoCo's	Madras	New York/CCI
Guadalajara	VIA Nuevo Laredo/ NONE	Madrid	New York/CCI
Guangzhou	Seattle/Lincoln	Majuro	Seattle/Lincoln
Guatemala City	Miami/CoCo's	Malabo	New York/CCI
Guayaquil	Miami/CoCo's	Manama	New York/CCI
The Hague	New York/CCI	Managua	Miami/CoCo's
Halifax	DIRECT/NONE	Manila	Seattle/Lincoln
Hamburg	New York/CCI	Maputo	New York/CCI
Hamilton	New York/CCI	Marseille	New York/CCI
Hanoi	Seattle/Lincoln	Maseru	New York/CCI
Harare	New York/CCI	Matamoros	VIA Nuevo Laredo/ NONE
Havana	Miami/CoCo's	Mazatlan	VIA Nuevo Laredo/ NONE
Helsinki	New York/CCI	Mbabane	New York/CCI
Hermosillo	VIA Nuevo Laredo/ NONE	Medan	Seattle/Lincoln
Hong Kong	Seattle/Lincoln	Melbourne	Seattle/Lincoln
Honiara	Seattle/Lincoln	Merida	VIA Nuevo Laredo/ NONE
Islamabad	New York/CCI	Mexico City	VIA Nuevo Laredo/ NONE
Istanbul	New York/CCI	Milan	New York/CCI
Izmir	New York/CCI	Minsk	New York/CCI
Jakarta	Seattle/Lincoln	Mogadishu	New York/CCI
Jeddah	New York/CCI	Mombasa	New York/CCI
Jerusalem	New York/CCI	Monrovia	New York/CCI
Johannesburg	New York/CCI	Monterrey	VIA Nuevo Laredo/ NONE
Kabul	New York/CCI	Montevideo	Miami/CoCo's
Kaduna	New York/CCI	Montreal	DIRECT/NONE
Kampala	New York/CCI	Moroni	New York/CCI
Karachi	New York/CCI	Moscow	New York/CCI
Kathmandu	Seattle/Lincoln	Munich	New York/CCI
Khartoum	New York/CCI	Muscat	New York/CCI
Kiev	New York/CCI	Naha	Seattle/Lincoln
Kigali	New York/CCI	Nairobi	New York/CCI
Kingston	Miami/CoCo's		
Kinshasa	New York/CCI		
Kishinev	New York/CCI		

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Naples	New York/CCI	San Salvador	Miami/CoCo's
Nassau	Miami/CoCo's	Sanaa	New York/CCI
N'Djamena	New York/CCI	Santiago	Miami/CoCo's
New Delhi	New York/CCI	Santo Domingo	Miami/CoCo's
Niamey	New York/CCI	Sao Paulo	Miami/CoCo's
Nice	New York/CCI	Sapporo	Seattle/Lincoln
Nicosia	New York/CCI	Seoul	Seattle/Lincoln
Nouakchott	New York/CCI	Seville	New York/CCI
Nuevo Laredo	DIRECT VIA	Shanghai	Seattle/Lincoln
	Laredo/NONE	Shenyang	Seattle/Lincoln
Oporto	New York/CCI	Singapore	Seattle/Lincoln
Oran	New York/CCI	Sofia	New York/CCI
Osaka-Kobe	Seattle/Lincoln	Stockholm	New York/CCI
Oslo	New York/CCI	Strasbourg	New York/CCI
Ottawa	DIRECT/NONE	Stuttgart	New York/CCI
Ouagadougou	New York/CCI	Surabaya	Seattle/Lincoln
Palermo	New York/CCI	Suva	Seattle/Lincoln
Panama City	Miami/CoCo's	Sydney	Seattle/Lincoln
Paramaribo	Miami/CoCo's	Tallinn	New York/CCI
Paris	New York/CCI	Tashkent	New York/CCI
Perth	Seattle/Lincoln	Tbilisi	New York/CCI
Peshawar	New York/CCI	Tegucigalpa	Miami/CoCo's
Phnom Penh	Seattle/Lincoln	Tel Aviv	New York/CCI
Ponta Delgada	New York/CCI	Thessaloniki	New York/CCI
Port-au-Prince	Miami/CoCo's	Tijuana	VIA SanDiego/NONE
Port Louis	New York/CCI	Tirana	New York/CCI
Port Moresby	Seattle/Lincoln	Tokyo	Seattle/Lincoln
Porto Alegre	Miami/CoCo's	Toronto	DIRECT/NONE
Port-of-Spain	Miami/CoCo's	Trieste	New York/CCI
Poznan	New York/CCI	Tunis	New York/CCI
Prague	New York/CCI	Udorn	Seattle/Lincoln
Praia	New York/CCI	Ulaanbaatar	Seattle/Lincoln
Pretoria	New York/CCI	Valletta	New York/CCI
Pusan	Seattle/Lincoln	Vancouver	DIRECT/NONE
Quebec	DIRECT/NONE	Victoria	New York/CCI
Quito	Miami/CoCo's	Vienna	New York/CCI
Rabat	New York/CCI	Vientiane	Seattle/Lincoln
Rangoon	Seattle/Lincoln	Vilnius	New York/CCI
Recife	Miami/CoCo's	Vladivostok	Seattle/Lincoln
Rejkjavik	New York/CCI	Warsaw	New York/CCI
Riga	New York/CCI	Wellington	Seattle/Lincoln
Rio de Janeiro	Miami/CoCo's	Windhoek	New York/CCI
Riyadh	New York/CCI	Winnipeg	DIRECT/NONE
Rome	New York/CCI	Yaounde	New York/CCI
St. George's	Miami/CoCo's	Yekaterinburg	New York/CCI
St. Petersburg	New York/CCI	Yerevan	New York/CCI
Salzburg	New York/CCI	Zagreb	New York/CCI
San Jose	Miami/CoCo's	Zurich	New York/CCI

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### PART B, POSTS LISTED BY CONSOLIDATED RECEIVING POINT (CRP)

The CRP destination posts which follow are serviced by

U.S. Despatch Agent  
2800 S. 192nd Street, Suite 108  
Seattle, WA 98188  
*Tel. 206-764-3805*  
*Fax 206-764-6660*

**and**

CRP Contractor:  
Lincoln Moving & Storage  
8420 S. 190th St.  
Kent, WA 98031

Apia	Honiara	Rangoon
Auckland	Jakarta	Sapporo
Bandar Seri	Kathmandu	Seoul
Begawan	Kolonia	Shanghai
Bangkok	Kuala Lumpur	Shenyang
Beijing	Majuro	Singapore
Brisbane	Manila	Surabaya
Canberra	Medan	Suva
Cebu	Melbourne	Sydney
Chengdu	Naha	Tokyo
Chiang Mai	Osaka-Kobe	Udorn
Fukuoka	Perth	Ulaanbaatar
Guangzhou	Phnom Penh	Vientiane
Hanoi	Port Moresby	Vladivostok
Hong Kong	Pusan	Wellington

The CRP destination posts which follow are serviced by

U.S. Despatch Agent  
P.O. Box 522396  
General Mail Facility  
Miami, FL 33152-2396  
*Tel FTS-8-848-2905*  
*Tel 305-526-2906*  
*Fax 305-526-2596*

**and**

CRP Contractor:  
CoCo's International Packers, Inc.  
11450 NW 34th Street  
Miami, FL 33178

Asuncion	Guatemala City	Panama City
Belize City	Guayaquil	Paramaribo
Bogota	Havana	Port-au-Prince
Brasilia	Kingston	Porto Alegre
Bridgetown	La Paz	Port-of-Spain
Buenos Aires	Lima	Quito
Caracas	Managua	Recife
Curacao	Montevideo	Rio de Janeiro
Georgetown	Nassau	St. George's

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The CRP destination posts which follow are serviced by

U.S. Despatch Agent  
485-B U.S. Route 1 South  
Iselin, NJ 08830-3013  
Tel/ 732-855-8880  
Fax 732-855-8899

and

CRP Contractor:  
Crating and Container, Inc.  
(CCI)  
1200 Fuller Road  
Linden, NJ 07036

Abidjan	Calcutta	Kabul
Abu Dhabi	Cape Town	Kaduna
Accra	Casablanca	Kampala
Adana	Chisinau	Karachi
Addis Ababa	Colombo	Khartoum
Alexandria	Conakry	Kiev
Algiers	Copenhagen	Kigali
Almaty	Cotonou	Kinshasa
Amman	Dakar	Kishinev
Ankara	Damascus	Krakow
Antananarivo	Dar es Salaam	Kuwait
Antwerp	Dhahran	Lagos
Ashgabat	Dhaka	Lahore
Athens	Djibouti	Leipzig
Baghdad	Doha	Libreville
Baku	Douala	Lilongwe
Bamako	Dubai	Lisbon
Bangui	Dublin	Lome
Banjul	Durban	London
Barcelona	Dushanbe	Luanda
Beirut	Edinburgh	Lubumbashi
Belfast	Florence	Lusaka
Belgrade	Frankfurt am	Luxembourg
Berlin (E & M)	Main	Lyon
Bern	Freetown	Madras
Bilbao	Gaborone	Madrid
Bishkek	Geneva	Malabo
Bissau	Genoa	Manama
Blantyre	Hamburg	Maputo
Bombay	Hamilton	Marseille
Bonn	Harare	Maseru
Bratislava	Helsinki	Mbabane
Brazzaville	Islamabad	Milan
Brussels	Istanbul	Mogadishu
Bucharest	Izmir	Mombasa
Budapest	Jeddah	Monrovia
Bujumbura	Jerusalem	Moroni
Cairo	Johannesburg	Moscow

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Munich	Poznan	Tbilisi
Muscat	Prague	Tel Aviv
Nairobi	Praia	The Hague
Naples	Pretoria	Thessaloniki
N'Djamena	Rabat	Tirana
New Delhi	Reykjavik	Tunis
Niamey	Riga	Valletta
Nicosia	Riyadh	Victoria
Nouakchott	Rome	Vienna
Oporto	Salzburg	Vilnius
Oran	Sanaa	Warsaw
Oslo	Sofia	Windhoek
Ouagadougou	St. Petersburg	Yaounde
Paris	Stockholm	Yekaterinburg
Peshawar	Strasbourg	Yerevan
Ponta Delgada	Tallinn	Zagreb
Port Louis	Tashkent	Zurich

**NOTE:** All shipments of official supplies and equipment to all posts in Canada (i.e., Ottawa, Calgary, Halifax, Montreal, Quebec, Toronto, and Vancouver) are forwarded by motor freight carrier (i.e., trucker) directly to the post, while official supplies and equipment to all posts in Mexico (i.e., Mexico City, Ciudad Juarez, Guadalajara, Hermosillo, Monterrey, Tijuana, Matamoros, Mazatlan, Merida, and Nuevo Laredo) are forwarded to the U.S. Government warehouse in Laredo, Texas, with paperwork mailed to Nuevo Laredo (this post operates the warehouse in Laredo, Texas) and Mexico City, for customs clearance and forwarding on to final destination.